

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

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| Policy No: 01-11 | Effective Date: 08/11/04 | Revision Date: 04/23/13 |
| Subject: Community Relations | | |

I. Policy Statement

The Division shall collaborate with allied agencies and Strengthen inter-agency, community and Legislative partnerships. The Division shall create opportunities to inform and educate the public about Division facilities and programs.

II. Rationale

Coordination and collaboration with community agencies is important to maintain positive working relationships. Accurate information regarding Division programs and “Mission, Vision, and Core Values” is necessary to improve community awareness and community relations.

III. Definitions

“GRAMA: Government Records Access and Management Act, which governs the classification and retention of records that are prepared, owned, received, or retained by government entity, i.e. The Division of Juvenile Justice Services (Utah Code Ann. 636-2)

IV. Procedures

- A. The Division Director or a designee shall meet regularly with the Board of Juvenile Court Judges, the Department of Human Services Executive Management Team, the Utah Commission on Criminal and Juvenile Justice, the Utah Board of Juvenile Justice and Delinquency Prevention and representatives of other agencies, as needed.
- B. Division staff shall participate in relevant meetings with state and local Boards of Education, county human services, community councils, citizen groups, and other related agencies, as needed. The Division, as appropriate, will honor requests for staff participation from these groups.
- C. Program and facility administrators shall meet regularly, and as needed, with representatives of the Juvenile Court, law enforcement, and other allied agencies regarding policy development, service planning and coordination of services.
- D. If a community agency or any person requests that the Division release information which may be protected information—such a request will be managed in accordance with Department of Human Services, Public Information Policy 01-06, and in compliance with the Government Records Access and Management Act (GRAMA).”

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- E. Under the supervision of the Deputy Director and with guidance from the Division Director and Assistant Program Directors, Division staff shall conduct community relations activities to inform and educate the public, law enforcement, news media, colleges and universities, courts, and allied agencies of the Division's work, programs and philosophies.
- F. Individual facilities or programs shall designate staff when appropriate, to coordinate community relations activities for that facility or program to include, but not limited to, public speaking, presentations, interviews, and tours, in accordance with the Division Code of Ethics, V.B.4 (requiring prior approval by program director).

V. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.


This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.



Russell K. Van Vleet, Chair
Board of Juvenile Justice Services

4/23/2013

Signature Date



Susan V. Burke, Director
Division of Juvenile Justice Services

4/23/2013

Signature Date